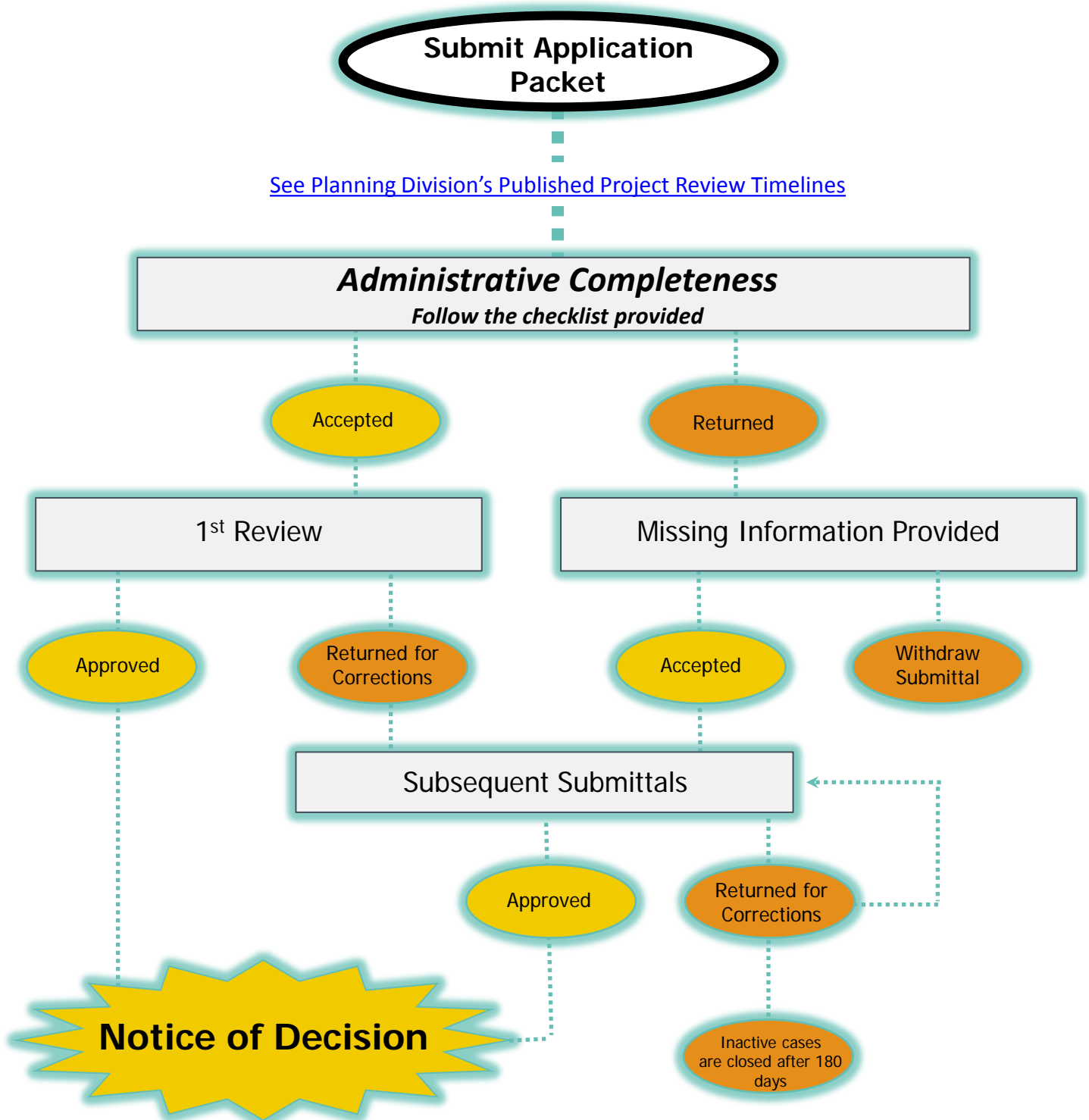


Use Permit – WCF Conditional Minor Modification

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)



The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Use Permit – WCF Conditional Minor Modification

Typical Minor Modifications to WCFs include:

- Upgrading the capacity of an existing facility by replacing antennas at the same mounting height on a pole;
 - The addition of antennas or other apparatus that will not dramatically change the visual impact of the existing facility;
 - A slight increase (1' – 2') in individual antenna height, if it is visually insignificant at the height at which the antennas are mounted;
 - Additional equipment added within an existing equipment shelter that remains screened by the existing walls.
-
- Maintenance of legal and conforming WCFs shall not require approval of a use permit (minor modification). WCF maintenance includes the realignment of antennas, replacement or repair of a part or portion of a WCF required by ordinary wear, tear, or damage, with like material, size, color, and design.
-
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)

Use Permit – WCF Conditional Minor Modification

Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
 - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
 - ☐ Submit a hard copy (8.5" x 11" or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
 - ☐ **Purge** images of unnecessary blocks and layers (single layer).
 - ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Site Plan
- ☐ Exhibit 5: Facility Diagrams
- ☐ Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town property)

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
 - ☐ Describe what is being proposed (added, removed or altered) and provide specifications;
 - ☐ Description of the proposed use and efforts to mitigate any potential impacts to adjacent properties; and
 - ☐ Information on how the proposed use conforms with the requirements, or standards prescribed by the Land Development Code and any other applicable local, State or Federal requirements.
- ☐ **Exhibit 3: Parcel/Aerial Map**
 - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).
- ☐ **Exhibit 4: Site Plan**
 - ☐ Vicinity Map with the site and major streets noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, etc.;
 - ☐ Project data table: existing zoning on site and adjacent property within 300 feet;
 - ☐ Location of other existing and proposed improvements such as buildings, walls, hardscape, etc.;
 - ☐ Adjacent lot lines and/or structures within 300 feet of the property line;
 - ☐ Locations and architecturally integrated method of screening of existing and proposed utility equipment;
 - ☐ Specific placement of the WCF (including equipment cabinet/building) on the site;

- ☐ Setbacks from adjacent property lines measured to the center of the pole and from the edges of the ground enclosure; and
- ☐ Location of existing structures, trees, and other significant site features, identified as either “existing to remain in place” or “existing to be removed”.

☐ **Exhibit 5: Facility Diagrams**

- ☐ Site Photo
- ☐ Facility elevations with dimensioned overall height and antenna mounting height;
- ☐ Diagram illustrating the existing and proposed changes to facility including specific size and height of antennas and equipment;
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- ☐ Method of screening of mechanical and electrical equipment;
- ☐ Mounting details for antennas, remote radio heads and other equipment; and
- ☐ Proposed colors and materials for the WCF equipment.

☐ **Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town Property)**

- ☐ Submit copy of current lease agreement and all amendments for the WCF subject site.



Plan Type: Use Permit

Work Class: WCF **Conditional Minor Modification**

Description (Proposal Name): _____

Approved Use Permit Number: _____

Address or Location: _____

Request Summary (briefly describe proposal here and attach a detailed narrative) _____

APN/Tax Parcel #: _____ Zoning: _____

Is this WCF site subject to a lease or other agreement with the Town ☐ Yes ☐ No

If yes, submit said agreement(s) and all amendments (if any) with the required exhibits.

General Plan Character Area: ☐ Santan ☐ Heritage District
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport
☐ Vertical Development

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____ Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____